

Henderson Intermediate School

PERFORMANCE MANAGEMENT POLICY

RATIONALE

Henderson Intermediate is committed to ensuring that all staff have opportunities to enhance their professional growth and improve their performance.

GUIDELINES

1. All HIS staff will be appraised at least once a year.
2. The appraisal of the Teaching staff will be ongoing throughout the year.
3. All staff annually sign a Performance Agreement consisting of:

NZ Teachers Council Criteria, Ta Taiako Teacher Competencies, Additional Responsibilities (Teachers, AP, DP, Principal)

Key tasks of the job description (Support Staff, Cleaners, Caretaker)

Annual Development Objectives/Goals, for the year (All staff)
4. Staff will negotiate their Performance Agreement and be appraised according to the following schedule:

<u>Appraisee</u>	<u>Appraiser</u>
Principal	External Appraiser and Board Chair
Deputy Principal	Principal
Syndicate Leaders	Principal and DPs.
Scale A Teachers	Senior Management
Ancillary	Principal, DP, SLL
5. Appraisal of teaching staff will combine elements of self-appraisal, teaching as inquiry, regular classroom observations and feedback.
6. In the event of an appraisee disputing the contents of their end of year appraisal report, the appraisee may request, through the Principal, a review of the findings or process by two members of the school's management team who have not been responsible for the initial report.
7. With any staff member where there are matters of competency causing concern, the relevant Collective Employment Agreement will be used to ensure correct process is followed. The Board will at all times act as a "good employer".
8. The Board will allocate an annual budget for Staff Professional Development. This budget will enable all staff to undertake professional development that will lead to ongoing improvement in staff performance.

9. The Board will set an annual budget for a scholarship to assist any staff who wish to improve their qualifications.
10. Provisionally Registered Teachers (PRT) will be provided with a programme that will enable them to reach the expected standard for a Beginning Teacher by the completion of 2 years. Regular meetings will take place between the PRT, Tutor Teacher and the Principal. Records of all meetings will be kept for the PRT in order for them to show evidence for them to gain full registration.
11. All teachers will be appraised annually against the New Zealand Teachers Council Criteria for teachers and the Ta Taiako Competencies for Teachers of Maori students.
12. An Annual Appraisal Schedule is provided for all staff. This is an attachment to this policy.

Reviewed on 24 May 2021